

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



School Finance
1535 West Jefferson
Phoenix, AZ 85007
(602)-542-5695
(602)-542-3099 Fax

STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM 05-052

To: Charter School Operators, Charter School Sponsors, Charter Business Managers, Charter Principals & Administrators, and All Charter Schools

From: Philip Williams
Deputy Associate Superintendent of School Finance

Date: May 5, 2005

Subject: Fiscal Year 2005-2006 LEA Calendar

As mandated by A.R.S §15-1042, all Local Education Agencies (LEA's) are required to submit their LEA calendar electronically to the Arizona Department of Education. An LEA Calendar manual is available to guide users through this process:

http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/Manual.pdf

The LEA Calendar application is available through Common Logon at

<https://www.ade.az.gov/commonlogon>. If you do not have a Common Logon user account, please contact the ADE Support Center at (602) 542-7378; (866) 577-9636, or send an email to enterprise@ade.az.gov. Entity administrators or business managers can also use the Request Login function in Common Logon to request additional accounts. Permissions to update the LEA Calendar for charters have already been set up for all charter holder administrators.

IMPORTANT

The fiscal school year falls between July 1 and June 30. Please make sure that all session days fall between or up to and including these dates, if applicable, when building the state managed LEA Calendar.

Additionally, it is important to note that the charter holder level LEA Calendar is the default calendar for all charter sites. It is not necessary that the charter site submit a separate LEA Calendar if all students are following the session days per the charter holder LEA Calendar. A separate site level or track calendar is required, however, IF the session days for a certain charter site or charter track differs from the default session days.

Comments or questions regarding the LEA Calendar application should be directed to the School Finance Unit, Arizona Department of Education, at (602) 542-5695 or via email to schoolfinance@ade.az.gov.